

DISTRICT COURT DEPUTY CLERK

Part time Position

Under the supervision of the 71B District Court Administrator to perform as assigned, a variety of clerical tasks in both simple and complex court matters. This involves, but is not limited to, the processing of civil, criminal, traffic and/or probation cases; providing assistance and direction to members of the public, law enforcement officer and attorneys; open cases, case entries, receipt monies, counter service/phone service, case file review for court actions, and close cases. Other duties as assigned.

Qualifications for this job vary with the level and scope of assigned responsibilities. High school graduation and at least one year of District Court experience or closely related experience is mandatory.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Submit application (available www.tuscolacounty.org) and resume to:

Donna Fraczek
Court Administrator
71B District Court
440 North State St.
Caro, MI 48723

All applications must be submitted by 4pm, June 11, 2007